

State of Connecticut
Department of Transportation
Subcontract Approval Request (CLA-12) Instructions

All applicable information must be entered completely and correctly. If it is not, it will be returned unprocessed.

All forms are available online at <http://www.ct.gov/dot/construction> under the Subcontracting section. Only one CLA-12 (per subcontractor) is required to be signed and submitted along with supporting documentation.

The CT Department of Transportation allows no more than three tiers of subcontracting.

If the subcontractor is a DBE or SBE, the box **must be checked** regardless of whether or not they are being submitted for credit. Place a "Y" if the subcontractor was named as a pre-award commitment or "N" if they were added after the contract started.

The subcontractor's anticipated start date cannot be less than two weeks from the CLA-12's date of receipt by the Office of Construction. The Contractor must allow for 10 business days from the date of receipt for processing.

Enter the original (bid) amount of the contract. Do not include any adjustments due to change orders. The percentage of allowable subcontract work is based on the Contract's original value and work items.

The Contractor must utilize the "Line Item and Category Report" obtained from the CTDOT Project Engineer at the pre-construction meeting to enter the correct subcontracted line item numbers, item codes, and item descriptions.

Total Subcontract Value and Total % of Original Contract subcontracted must be calculated and entered. If the Total % of Original Contract subcontracted exceeds the amount allowed by the Contract, the CLA-12 will be rejected.

All subcontracts on Federal Highway Administration funded projects shall include a copy of the form FHWA-1273 and it must be included with the CLA-12 submittal. (The FHWA-1273 Form can be obtained from the Office of Construction website.) The FHWA-1273 Form CANNOT be included by reference. Failure to submit the FHWA-1273 Form will result in the CLA-12 being unprocessed and returned.

All subcontracts on Federal Highway Administration funded projects shall include a copy of the Title VI assurances. These assurances CANNOT be included by reference and failure to include these assurances in your subcontracts will result in a denial of the CLA-12.

DBE or SBE subcontract agreements must be included with the CLA-12 submission.

When requested, subcontract agreements with non-DBE or Non-SBE firms shall be immediately submitted to the Office of Construction or other requesting oversight agency.

All affected parties must sign the CLA-12. Witnesses and/or notaries are no longer required.

Correspondence pertaining to subcontractor approvals may be directed to the following email address: DOT.OOC.Subcontract@ct.gov

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Trucking:

The subcontracted value of trucking firm will not be count against the Total % of Original Contract subcontracted. This does not preclude the trucking firms from meeting all legal and contractual obligations for the contract.

Independent trucking Owner/Operators shall not be considered as subcontractors and shall not be subject to submission of a CLA-12 Subcontractor Approval unless:

Independent DBE trucking Owner/Operator is a DBE firm or employed by a DBE firm.

Trucking Firms consisting of more than one truck will be considered a subcontractor and will be subject to subcontract approval. Independent Owner/Operators hired by the firm shall be subject to the rules stated above.